



U-PASS BC PROGRAM CO-OP WORK TERM EXEMPTION REQUEST



PERSONAL INFORMATION (TO BE COMPLETED BY STUDENT). Please print neatly.

Last Name		First Name	
Home Address			
City		Postal Code	
Phone		Student #	
Program Name			
Name of Organization (where co-op is taking place)		Dates Attending Co-op Work Term	
		From	To
Your Address While Attending Co-op Work Term			

U-Pass BC is a mandatory program. This form is only for co-op work term students and confirmation from your co-op co-ordinator is required by the U-Pass department before any exemption is granted. Location of co-op work term and co-op work address will determine whether you are eligible for an exemption.

Please note only current semester exemptions will be granted. A new form needs to be completed for the following semester if required.

Attach your 'Confirmation of the Co-op Work Term' form that you completed for this position. Please contact the Co-op department for information on where to locate this form. Please attach a photocopy (front and back) of your BCIT student ID.

Student Signature	Date
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NOTES:

- The deadline to submit is the 20th of each month (or next business day).
- Incomplete applications will not be processed. This form must be completed and documentation attached as necessary.
- Please allow 10 business days for processing. Please check myCommunication in **my.bcit.ca** for the status of this request.
- If you are entitled to a refund, a cheque will be issued by mail. Please ensure that your address is updated in Student Self Service on my.bcit.ca. Once your U-Pass BC becomes active, refunds will not be issued for the current month or previous months.
- For more information regarding U-Pass BC, exemptions and terms of use, please visit **bcit.ca/u-pass**.

<p>MAILING ADDRESS: BCIT – Student information and Enrolment Services SW1– First Floor U-Pass Administrator 3700 Willingdon Avenue Burnaby, BC V5G 3H2</p>	<p>EMAILED: upassadmin@bcit.ca FAX: 604.430.1331 DROP-OFF: BCIT Student information and Enrolment Services SW1– First Floor</p>
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BCIT collects your personal contact information and BCIT student number for the purpose of delivering the services of the U-Pass BC Program and to grant program exemption if requested.

For questions about BCIT's collection and use of personal information, contact: the Privacy and Records Management Office, located in the BCIT Library.